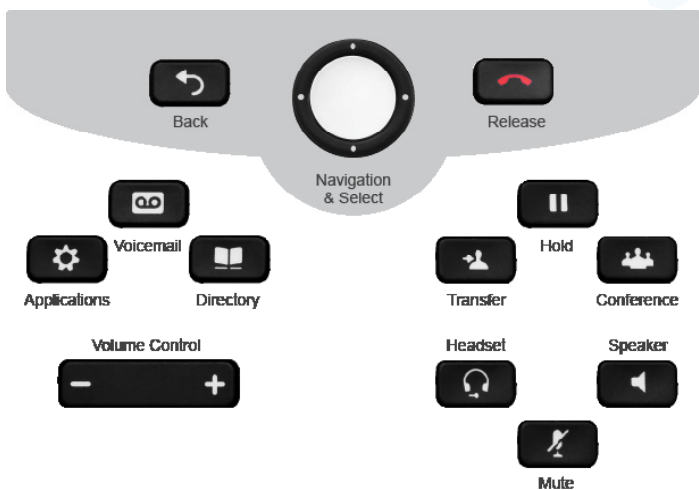


# VoIP: 8800 SERIES

## ●● QUICK REFERENCE CARD



### Answer a Call

1. Press **Answer**.
2. To end a call, press **End Call**.

### Place a Call on Hold

1. Press **Hold**.
2. To resume, press **Resume**.

### Listen to Voicemail

1. Press **Voicemail** button.
2. Follow prompts.

### Forward Calls

1. Select line.
2. Press **Forward all**.
3. Dial number or press **Voicemail** button.
4. To receive calls, press **Forward off**.

### Transfer Calls

1. Call must not be on hold. Press **Transfer**.
2. Enter phone number.
3. Press **Transfer** again.

### To Add Another Person to a Call

1. Initial call must not be on hold. Press **Conference** button.
2. Enter phone number.
3. Press **Conference** button again.
4. Repeat, max 6 people.

### View Recent Calls

1. Press **Applications**.
2. Select **Recents**.
3. Select a line to view.
4. Press **Call**.

## Self-Provisioning

### Customize your phone to fit your work needs

- Create a personal directory
- Create speed dial keys
- Label the telephone numbers assigned to your phone
- Set up call forward remotely

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### Register the Phone

1. Go to <http://voip.cts.ucla.edu>
  2. Click blue **Login** button and sign in.
  3. Click top right image: **Add A Phone To Your Account.**
  4. To add your desktop phone, click **Continue.**
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5. Go to your phone and select **Applications.**
  6. Use navigation cluster to select **Tools.**
  7. Select **Identify This Phone.**
  8. Enter the code that appears in the web browser then press **Submit.**
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9. Return to the web browser and click **Continue.**
  10. Verify information and click **Continue.**

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### Create Speed Dial Keys

1. Find Personal Directory and Speed Dials and click **Change.**
2. Select the Speed Dials Tab.
3. Click **Add New** (speed-dial keys can be created for any available left screen keys).
4. Enter Name and destination phone number (enter 8 for non-campus numbers).
5. Repeat 3-4 to add additional speed dial keys.
6. Drag to reorder.
7. Click **Apply.**
8. Click **Close.**